The University of Alabama in Huntsville
Office of Budget and Management Information
Banner Finance Self-Service Training

Encumbrance Query
and
View Document
Lesson Objectives

* Define Encumbrance.
* Correctly set an Encumbrance Query by using the Index field.
* Interpret an Encumbrance Query accurately.
* Know when to use the Encumbrance query by looking at an example.
* Learn how to View Documents.
Encumbrance Rolls are POs carried forward from a previous fiscal year (REH21001) (The way to research these commitments is to use the Encumbrance Query)
Encumbrance Query

Use the Encumbrance Query to find Purchase Orders (open or closed) for a specific Organization Code.
The ‘Open’ Encumbrance Query displays all Purchase Orders that have not been completely ‘Liquidated’ (last column). You can also drill down into the individual PO’s if needed.

You may also opt to see ‘All’ or even ‘Closed’ Encumbrances on a given Org within the Query.
Encumbrance Query

Purchasing Agent

Org Title and #

Chart/Fund/Org/Acct/Program Code
View Document

Click the View Document block to begin.
Click the View Document Icon
1) Select the Document Type from the Dropdown list

2) Enter the Document Number in ‘Document Search’ area.

3) Click View Document
View Document/Approvals

View Document

INVOICE

Invoice Number: 41412021
Invoice Date: 11/30/2021
Vendor Invoice: 2749
Vendor: Dixie Pulp & Paper Recycling, LLC
PO Box 4911

Transaction Date: 12/02/2021
Payment Due: 12/02/2021

Document Total: 28.50
Accounting Type: Document Level
1099 Tax ID: N
1099 Vendor: N
Matching: N

Header Text

Commodities

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>U/M</th>
<th>Tax Group</th>
<th>Tolerance Override</th>
<th>Final Pay</th>
<th>Last Receipt</th>
<th>Suspense</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Vendor Invoice</td>
<td>EA</td>
<td>N</td>
<td>No</td>
<td>1.00</td>
<td>0.00</td>
<td>1.00</td>
</tr>
<tr>
<td>1</td>
<td>Document Destruction Services needed for UAH</td>
<td>EA</td>
<td>N</td>
<td>No</td>
<td>1.00</td>
<td>0.00</td>
<td>1.00</td>
</tr>
</tbody>
</table>

Quantity: 1.00
Unit Price: 500.00
Amount: 500.00

Total Commodities: 28.50

Accounting Distributions

<table>
<thead>
<tr>
<th>Chart/Index-Fund-Orgn-Acct-Actv-Actv-Locn-Proj</th>
<th>NSF Suspense</th>
<th>NSF Override</th>
<th>Distribution Percent</th>
<th>Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sequence</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Accounting Distributions: 28.50

Approvals Required

Related Documents

- Requisition: P0123292
- Purchase Order: P0103915
- Check Disbursement: !0902551

Approval History

- L287 TO FVPE ORG: 02/14/2022
- L287 TO FVPE ORG: 02/08/2022

OK
Questions?

Contact us!
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